



# STATE OF TENNESSEE

## DEPARTMENT OF HUMAN RESOURCES

### CLASS SPECIFICATION

Class Title: <b>CLERK 2</b>			Abbreviation: <b>CLERK 2</b>
Class Code: <b>02532</b>	OCC Code: <b>3</b>	Analyst: <b>ML</b>	Effective Date: <b>OCTOBER 1, 2007</b>

**SUMMARY:** Under general supervision, performs general and figures clerical work of average difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** An employee in this class performs clerical functions requiring some judgement and interpretation of policies and regulations. Decisions are normally limited by established departmental policy. The variety and difficulty of the work may differ among positions, but where work is more repetitive, there may be added responsibility for occasional supervision of other employees. Work is reviewed to determine compliance with established rules, regulations, and procedures. This class differs from Clerk 1 in that an incumbent of the latter performs clerical duties of a routine nature. This class differs from Clerk 3 in that an incumbent of the latter performs advanced clerical duties and/or supervises one or more employees performing clerical work.

#### EXAMPLES OF DUTIES AND RESPONSIBILITIES

1. Carries out a variety of general clerical duties according to existing policies and procedures including routine posting, computations, filing, sorting and other clerical tasks as required.
2. Posts various accounting and payroll records according to established procedures where work requires limited knowledge of bookkeeping principles; balances a restricted group of accounts to verify accuracy of work.
3. Does figures clerical work including tabulations and calculations of data; prepares tables, charts, graphs, and reports.
4. Maintains non-routine files of alpha, numeric, geographic, color coded or other nature.
5. Takes and handles routine claims; may routinely collect and verify data; may process personnel records such as appointments, promotions, demotions, and other payroll transactions.
6. Screens and routes incoming mail; greets and assists visitors; screens calls and makes appointments; receives inquiries, composes replies requiring some knowledge of rules, regulations, and policies; answers questions relating to departmental activities.
7. Operates duplicating equipment and other standard office machines such as addressograph machines, calculators, carts, routine cash registers, cathode ray tube terminals, shreaders, simple numbering machines, simple sorters, slide projectors, stencil machines, tape recorders, telephones, time and date stamps, and typewriters (to a limited extent).



# STATE OF TENNESSEE

## DEPARTMENT OF HUMAN RESOURCES

### CLASS SPECIFICATION

Class Title: <b>CLERK 2</b>			Abbreviation: <b>CLERK 2</b>
Class Code: <b>02532</b>	OCC Code: <b>3</b>	Analyst: <b>ML</b>	Effective Date: <b>OCTOBER 1, 2007</b>

8. May learn to perform statistical clerical or accounting clerical work of routine difficulty.

9. May learn to assist in the operation of "large system" or remote job entry computers and related peripheral equipment; may learn to assist in planning, preparing and scheduling data for computer processing, estimating job volume, monitoring and controlling data work flow and coding formats for basic operation of a computer system, using symbolic job control language.

#### MINIMUM QUALIFICATIONS

**Education and Experience:** Education equivalent to graduation from a standard high school; qualifying full-time clerical experience may be substituted for the required education on a year-for-year basis.

**Necessary Special Qualifications:** None.

**EXAMINATION METHOD:** Noncompetitive selection for Career Service positions. Determined by appointing authority for Executive Service positions.